



CURRENTLY RECRUITING FOR
Records Internship
Hillsboro Police Department

The City of Hillsboro is accepting resumes for a Hillsboro Police Department Intern position. Under the supervision of staff, this position will work with the Records Division to establish, update, and maintain computerized and manual files and will help with general administrative tasks as needed. This position is great for students interested in learning more about policing and criminal justice.

This internship is a temporary part-time 20-25 hour/week internship. Typical hours will be scheduled Monday through Friday, with potential evening or weekend hours. Compensation is up to \$13.74/hour.

Internship Process & Timeline:

February- May: Application, Extensive Background Check, Interview & Selection Process

June - August: Summer Internship

- 1) By March 1:
 - a. Complete online application: <https://www.volgistics.com/ex/portal.dll/ap?AP=1757217599&OR=1>
 - b. Turn in *Release of Information Form*, which will be emailed to you after you have completed your application. Please return it to the Hillsboro Police Department at 250 SE 10th. Ave Hillsboro, Oregon 97123
- 2) Mid-March: Host interviews for those that have passed the initial background check (the candidate who passes the interview phase will be invited to complete a Statement of Personal History).
- 3) Early-April (April 1st): Turn in Statement of Personal History
- 4) Background Investigation and onboarding
- 5) Mid-June: Begin Internship

General Description of Duties:

- Perform various administrative and support functions including but not limited to:
 - Establishing, updating and maintaining manual and computerized files
 - Purging incident case files as needed in accordance with various local and state laws
 - Filing that is both alphanumeric and chronological
- Other administrative tasks and miscellaneous duties as assigned

The ideal candidate will:

- Some knowledge or the ability to quickly learn terminology and procedures used by police and other emergency services;
- Ability to communicate in person, via the phone and in writing;
- Detailed oriented, able to identify, verify and correct data discrepancies;
- Ability to be accurate and meet time-sensitive deadlines;
- Self-starter, skilled at working independently or with a team;
- Ability to work on multiple projects and prioritize tasks as needed;
- Good internal and external customer service;
- Ability to operate standard office equipment



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Requirements:

- Must have completed first year in PCC Future Connect program (Spring 2018) or be currently enrolled in a post-secondary College or University
- Must complete and pass extensive criminal background check
- Must have no felony convictions
- Must be legal to work in the United States
- Must be at least 18 years of age and be able to commit to the entire internship

How to Apply:

- 1) **Submit the online application by March 1st (link above)**
- 2) **Submit letter of interest and resume by March 1st, 2018 to:**
City of Hillsboro Human Resources Department
Attn: Jessica Stark
150 E Main St. – 2nd floor Hillsboro, OR 97123
Email: jessica.stark@hillsboro-oregon.gov (HPD Summer internship in subject line)

Questions? : Jessica Stark, City of Hillsboro Human Resources Department
at jessica.stark@hillsboro-oregon.gov or 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.